

# **TERMINAL LEARNING OBJECTIVE**

**Identify administrative  
elimination actions for active  
duty and reserve component  
soldiers**

# **SEPARATION GUIDELINES**

- **Potential for rehabilitation**
- **Provide adequate counseling before initiating a separation action**
- **Consider seriousness of events/conditions**
- **Will the events/conditions that led to proceedings continue**
- **Will soldier continue being a disruptive or undesirable influence**

# **SEPARATION GUIDELINES**

## **(cont)**

- **Soldier's ability to perform duties effectively.**
- **Soldier's potential for leadership.**
- **Soldier's entire military record --**
  - **Past contributions.**
  - **Awards and decorations.**
  - **Evaluation ratings.**
  - **Letters of commendation.**
  - **Letters of reprimand/admonition.**
  - **Counseling records.**

# **REASONS FOR ADMINISTRATIVE SEPARATIONS**

- **To meet required standards of duty performance and discipline.**
- **To achieve authorized force levels and grade distribution.**
- **(RC) For the convenience of the government.**

# SEPARATION FOR MORE THAN ONE REASON

- *When a soldier is subject to separation for more than one reason. The following guidelines apply:*
  - The commander must clearly establish the basis for each reason
  - If one of the reasons for separation requires processing under the administrative board procedure, the administrative board will process all the reasons for discharge

# **SEPARATION FOR MORE THAN ONE REASON (cont)**

- **When separating a soldier for more than one reason, consider applying the guidance on characterization that provides the greatest latitude**
- **When there is a conflict between a specific requirement for one reason and a general requirement for another reason, the specific requirement applies.**
  - ***If you cannot resolve a conflict based on the above, use the requirement most favorable to the soldier.***

# **NOTIFICATION LETTER**

- *THE SOLDIER WILL RECEIVE A LETTER OF NOTIFICATION CONTAINING:***
- *SPECIFIC ALLEGATION(S)***
- *PROVISIONS OF THE REGULATION THAT AUTHORIZE SEPARATION.***
- *TYPE OF DISCHARGE AND CHARACTERIZATION OF SERVICE RECOMMENDED.***
- *LEAST FAVORABLE CHARACTERIZATION OF SERVICE THE SOLDIER COULD RECEIVE.***
- *SOLDIER'S RIGHTS.***

# **AUTHORITY TO APPROVE SEPARATIONS- AA**

- **General Court-Martial  
Convening Authorities (GCMCA)**
- **A General Officer**
- **Special Court-Martial  
Convening Authorities (SCMCA)**
- **Commanders (LTC or higher)**
- **Unit commanders**

# **AUTHORITY TO APPROVE SEPARATIONS (cont)**

- **(ARNG) State Adjutants General (USAR)**
- **CDR, AR-PERSCOM**
- **Area commanders (except Cdr, AR-PERSCOM)**
- **Area commander may further delegate (with no further delegation)**
  - **CDR ARCOM, COGOM, 1st GO in Command (within COC), etc.**

# **ACTION BY SEPARATION AUTHORITY**

***Refer to AR 635-200, chapter 2,  
or AR 135-178, Chapter 3, then  
direct one of the following  
actions:***

- **Retention**
- **Separation**
- **Suspension of separation**

# **ADMINISTRATIVE BOARD COMPOSITION--AA & RC**

- **At least three commissioned, warrant or noncommissioned officers.**
- **Be SFC or above and senior to the respondent for enlisted board members.**
- **At least one member will be a major or higher and commissioned or warrant officers are a majority of the board.**
- **A nonvoting member.**
- **A nonvoting legal advisor.**

# **ADMINISTRATIVE BOARD COMPOSITION (cont)**

- **Include experienced, unbiased officers.**
- **For A reserve component soldier, include at least one RC member.**
- **For a female soldier, board will include a female voting member, if requested by respondent.**
- **For a minority member, board will include a minority voting member, if requested by respondent.**

# **TYPES OF ADMINISTRATIVE DISCHARGE/CHARACTERIZATIO N OF SERVICE**

- **Honorable discharge.**
- **General discharge.**  
**(under honorable conditions)**
- **Discharge under other than  
honorable conditions.**